

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002

West Sacramento, CA 95798-9002

(916) 322-4000

www.dca.ca.gov/bsis

**APPLICATION FOR LOCKSMITH EMPLOYEE REGISTRATION****ALL FEES ARE NON-REFUNDABLE****IMPORTANT INSTRUCTIONS:**

Read all instructions contained in this application including information on reverse side of this page.

TO EXPEDITE YOUR APPLICATION, FOLLOW THE STEPS BELOW.

1. Complete a Locksmith Employee Live Scan form, which can be obtained from the Bureau or downloaded from the Bureau's web site at http://www.dca.ca.gov/bsis/live_scan.htm.
2. With three copies of the completed Locksmith Employee Live Scan form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee
\$24.00 FBI Fingerprint Processing Fee
TOTAL: \$56.00

In addition, you must pay the Live Scan Operator the Live Scan site processing fee. The fee is set by each Live Scan site and may vary. The Bureau does not set the fee.

4. Submit the following to the Bureau:
 - (a) The completed Locksmith Employee Registration.
 - (b) The second copy of the Locksmith Employee Live Scan form received from the Live Scan site, signed by the Live Scan Operator, including the ATI number.
 - (c) A check or money order for: \$20.00 Initial Locksmith Employee Registration Fee
TOTAL: \$20.00

PLEASE PRINT OR TYPE

Last		First		Middle	
1. Name					
		Month		Day	
		Year			
2. Social Security Number		3. Date of Birth		/ /	
Number and Street or Post Office Box Number		City		State Zip	
4. Home Address					
Area Code		Telephone Number		Area Code Telephone Number	
5. Home Telephone		6. Employer Work Telephone			
		Number		Expiration Date	
7. Employer Name		8. Employer License Number			
Number and Street or Post Office Box Number		City		State Zip	
9. Employer Work Address					
10. Have you ever been convicted of any crime, or entered a plea of nolo contendere? This includes misdemeanors and felonies regardless of the length of time that has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed. YES <input type="checkbox"/> NO <input type="checkbox"/>					
11. Have you ever been registered as a locksmith employee? <input type="checkbox"/> NO <input type="checkbox"/> YES, enter license #: _____					
12. I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my registration and/or criminal prosecution.					
Signature _____			Date _____		
NOTICE: This temporary license expires 120 days from the date signed unless extended by the Director of Consumer Affairs.					

INFORMATION ABOUT APPLICATION

LOCKSMITH EMPLOYEE REGISTRATION

Every person employed by a licensed locksmith company to provide services must have a temporary registration or a registration issued by the Bureau of Security and Investigative Services (BSIS).

IF YOU HAVE BEEN CONVICTED OF A CRIME, A TEMPORARY REGISTRATION CANNOT BE ISSUED TO YOU AND YOU CANNOT BE ASSIGNED TO WORK UNTIL YOU RECEIVE A REGISTRATION FROM THE BUREAU. (Business and Professions Code Section 6980.42 (c))

Be sure to answer **all** questions completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the registration.

A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of a locksmith company employee. However, the Bureau will consider evidence of rehabilitation.

Upon completion of the application, remove the temporary registration (pink copy) and keep it on your person as evidence that you have submitted an application for a locksmith employee. You CANNOT be issued a temporary registration if you have been convicted of a crime (see above). This temporary registration expires 120 days from the date signed unless extended by the Director of the Department of Consumer Affairs.

NOTICE TO EMPLOYER: DO NOT ISSUE ANOTHER TEMPORARY REGISTRATION IF THIS HAS EXPIRED.

Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies, unless the records are exempt by section 1798.40 of the Civil Code.

LIVE SCAN FINGERPRINTING

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses.

Live Scan is easy to use. Simply go to the nearest Live Scan station to have your fingerprints submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$24 FBI fingerprint processing fee, as well as the Live Scan site fee. If you are applying for a firearm permit, you may be required to pay the \$28 DOJ Firearms Eligibility Application (FEA) processing fee at the site.

NOTE: The fee set by each Live Scan site varies. The Bureau does not set the price.

LIVE SCAN SITES AND FORMS

You may visit the Bureau's web site at "www.dca.ca.gov/bsis" to link to the Live Scan sites and/or Live Scan form. You may also call the Bureau at 916-322-4000 to request a form and/or a referral to a Live Scan site in your area.